

# A Counselor's Year At-A-Glance

<b>August:</b>	Sr. High	Middle School & Jr. High	Elementary
Establish counselor calendar	X	X	X
Write curriculum	X	X	X
Attend PTE Summer Conference	X	X	X
Assist as necessary with registration	X	X	
Meet and register new students	X	X	
Evaluate transcripts for placements	X	X	X
Talk with social worker/staff on possible groups	X	X	X
Develop goals for the year and share with staff	X	X	X
Make pertinent articles and research available to staff	X	X	X
Prepare flyer – Counseling Goals and Services	X	X	X
Orientation for new students	X	X	
Write classroom units to introduce yourself			X
Keep an accurate, confidential log of all appointments and sessions	X	X	X
Meet with mentor	X	X	X
Set up office systems	X	X	X

<b>September:</b>	Sr. High	Middle School & Jr. High	Elementary
Reevaluate counselor school calendar	X	X	X
Parent newsletter- plan schedule	X	X	X
Counselor Corner in student newspaper	X	X	X
Introduce Self to parent organization	X	X	X
Assist in class changes	X	X	
Advertise parenting classes	X	X	X
Start classroom units	X	X	X
Develop and maintain contact log	X	X	X
Start a group	X	X	X
Meet with a mentor	X	X	X

<b>October:</b>	Sr. High	Middle School & Jr. High	Elementary
"Back to School Night"/ Open House	X	X	X
PSAT- registration and test	X		
SAT, ACT for college bound students	X		
Classroom units	X	X	X
Begin Parent Education classes	X	X	X
Attend Fall Counselors Workshops	X	X	X
ISCA Fall Conference	X	X	X
Begin/continue groups	X	X	X
Parent conferences	X	X	X
Contact log	X	X	X
Meet with mentor	X	X	X
Plan public relations activities	X	X	X

<b>November:</b>	Sr. High	Middle School & Jr. High	Elementary
College Fairs, Idaho College Day	X		
College applications, scholarships to competitive schools	X		
SAT, ACT	X		
Continue log	X	X	X
Classroom guidance units	X	X	X
Develop classroom unit on how to take standardized tests		X	X
Continue Groups	X	X	X
Career Awareness Month activities	X	X	X
Parent conferences	X	X	X
Check 2 <sup>nd</sup> Semester registrations	X	X	
Join ISCA	X	X	X
Write ISCA Newsletter article	X	X	X
Meet with mentor	X	X	X

<b>December:</b>	Sr. High	Middle School & Jr. High	Elementary
Applications for State of Idaho scholarships	X		
FAFSA Night for Parents	X		
SAT, ACT	X		
College Applications/Recommendations	X		
Continue groups, log	X	X	X
Develop/improve classroom units for second semester	X	X	X
Meet with Mentor	X	X	X

<b>January:</b>	Sr. High	Middle School & Jr. High	Elementary
Scholarship applications	X		
Complete FAFSA Forms	X		
Assist registrar (credit, GPA's and 2 <sup>nd</sup> semester class changes)	X	X	
1 <sup>st</sup> semester report cards	X	X	
Continue PR, Classroom units, groups, log	X	X	X
Prepare for standardized testing program	X	X	X
Start planning for K, 6 <sup>th</sup> , 9 <sup>th</sup> grade transitions	X	X	X
Meet with mentor	X	X	X
Plan activities for National School Counselor's Week	X	X	X

<b>February:</b>	Sr. High	Middle School & Jr. High	Elementary
National School Counselor's Week	X	X	X
Help plan registration process	X	X	
Contact parents of students at risk	X	X	X
SAT, ACT testing	X		
State Writing Assessment given to all 11 <sup>th</sup> , 8 <sup>th</sup> graders	X	X	X
Continue classroom units, PR, groups, preparations for standardized tests, log	X	X	X
Continue planning K, 6 <sup>th</sup> and 9 <sup>th</sup> grade transitions	X	X	X

<b>March:</b>	Sr. High	Middle School & Jr. High	Elementary
Continue with registration process	X	X	X
Boys and Girls State representative selected	X		
Continue classroom units, PR, groups, log	X	X	X
Ask teachers for recommendation for placements for next school year	X	X	X
Continue planning K, 6 <sup>th</sup> , 9 <sup>th</sup> grade transition	X	X	X
Attend ISCA Spring conference	X	X	X
Parent Conferences	X	X	X

<b>April:</b>	Sr. High	Middle School & Jr. High	Elementary
Contact parents of at risk students	X	X	X
Continue classroom units, PR, groups, log	X	X	X
Finish registration	X	X	
Screen students for placement	X	X	X
Begin transition process (K, 6 <sup>th</sup> , 9 <sup>th</sup> grade)	X	X	X
Attend IEP meetings for annual reviews	X	X	X

Advertise summer opportunities	X	X	
Preparation for graduation/transitions	X		

<b>May:</b>	Sr. High	Middle School & Jr. High	Elementary
Complete scholarship list	X		
Final transcripts requests	X		
Preparation for graduation	X		
Continue classroom units, PR, log	X	X	X
Prepare for closure of groups	X	X	X
Notify parents/students of summer school opportunities	X	X	X
Distribute and explain standardized test scores	X	X	X
Continue parent contacts	X	X	X
Finalize transition units	X	X	X
Assist registrar (credit, GPA's, report cards)	X	X	X

<b>June:</b>	Sr. High	Middle School & Jr. High	Elementary
Update your records	X	X	X
Help registrar with end of year	X	X	
Save your log in confidential place	X	X	X
Revise schedules of students	X	X	X
Send 5 <sup>th</sup> /6 <sup>th</sup> and 8 <sup>th</sup> /9 <sup>th</sup> records to next school		X	X
Consult with staff-needs assessment	X	X	X
Evaluate year and make plans for next year	X	X	X